

LISKEARD TOWN COUNCIL

AT A MEETING of the **FINANCE AND STRATEGY COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 28 January 2014 there were present:

The Mayor Councillor Susan Pike - in the Chair

Councillors: Rachel Brooks, Ian Goldsworthy, J. Pascoe, L. Shrubsole and James Shrubsole

Minute Clerk - Mr Stuart Houghton

Member of the Public: None

684/13 PUBLIC SPEAKER

No members of the Public were present.

685/13 APOLOGIES

Apologies were received from the Deputy Mayor, Councillor Phil Seeva and the Town Clerk Mr Andrew Deacon

686/13 DECLARATIONS OF INTEREST

No declarations of interest were made either Registerable or Non Registerable.

687/13 MINUTES OF THE FINANCE & STRATEGY COMMITTEE MEETING 19 DECEMBER 2013

The Mayor proposed, Councillor Brooks seconded and the Committee **APPROVED** the Minutes of the Finance and Strategy Committee meeting held on the 19 December 2013.

688/13 MATTERS ARISING

1. CCTV (Minute 586/13)

The Minute Clerk reported that the relocation of the CCTV was complete but the final costs were not yet known.

2. Signage (Minute 586/13(1))

The audit of the existing signs had been completed.

689/13 BUDGET REPORT TO 31 DECEMBER 2013

The Budget Report was circulated discussed and noted. The Chairman explained that all accounts still had not yet been received for the relocation of the CCTV.

It was noted that 97% of the Section 107 Grant monies had been distributed. Members requested that the line for Professional Fees be split to show individual items for the legal costs for the toilet transfer and the costs associated with Ellis Whittam.

690/13 PRECEPT

A copy of the detailed notice sent to Cornwall Council for the Precept for the 2014/2015 year was circulated for information.

691/13 NEIGHBOURHOOD PLAN FINANCIAL ARRANGEMENTS

Councillor J. Shrubsole reported that £7k had been allocated for the next financial year and it was intended to include £7k for the 2015/2016 year. A grant for £7k was going to be applied for and the Project Manager thought that other financial sources might be available.

Other comments were;

- Although the project start was April 2014 preparatory work was required
- The Communication and Engagement Committee could undertake an online survey for the Neighbourhood Plan using Survey Monkey
- £500 of the £1000 that the Communication and Engagement Committee had for consultation could be transferred to the Neighbourhood Plan budget for work that was to be started in this financial year (logo and image)

Councillor Brooks proposed, Councillor J. Shrubsole seconded and the Committee **RESOLVED** that £500 be transferred from the Communication and Engagement Committee's Consultation budget to the Neighbourhood Plan budget for logo and image work.

692/13 CALC FEEDBACK

The Mayor gave a brief report on the informative CALC meeting she attended on Wednesday 22 January 2013.

- Procedures should be in place for business continuity should a member of staff be absent for prolonged periods. Training should be given in all jobs that require specialist knowledge such as the SAGE system or use job share
- A system should be devised for when electronic payments become the norm. How would the risks be monitored
- In instances when it was not possible to obtain 3 quotations the "seeking best value" principle would apply. The Minutes of meetings would record what steps they had taken and a register of all quotations, requested and received, should be kept
- The Mayors allowance would be subject to PAYE if paid as a regular sum. To

- avoid PAYE the Mayor should submit claims, with receipts, for sums over say £100 the sum should be approved by Council
- The Audit commission would be disbanded in the future but the replacement body was not yet in place. The effect of this was that next year there would not be a National audit body, or principles. Councils would have to make their own arrangements, which would be costly. It was suggested that CALC investigate the possibility of finding an auditor on a County wide basis. This would have the added advantage of a common standard. Members agreed to form a group to investigate this
- It was stated that Precepts would not be capped this year

693/13 GRANTS

None.

694/13 CORRESPONDENCE

None.

695/13 ANY OTHER RELEVANT BUSINESS

1. Details of the superannuation costs for employees were circulated for information
2. Councillors suggested that they held a “coffee morning” in February to call all staff together so that they could meet them

696/13 PART II. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the Press and Public be excluded from the meeting for the following item of Business.

697/13 ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

1. No 4 The Arcade

698/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Public Bodies (admission to meetings) Act 1960 it was **RESOLVED** that the members of the Press and Public be re-admitted to the Meeting.

Members ratified the discussions held in closed session.

699/13 DATE OF NEXT MEETING

The next Finance and Strategy Committee meeting would be at 7.30 pm on 25 February 2014.